



















Directorate of Resource Management
Questions Leading to Suggestion

Do you have a solution to the following questions?

-  Are there any unsafe material, handling or storage conditions in your area?
-  Can you eliminate or reduce scrap or repairs?
-  Can any of our procedures be rearranged for better sequence?
-  Are there any loose tools that can be pre-positioned in simple holders?
-  Can you reduce or eliminate loss or breakage?
-  Can you eliminate or combine any tools?
-  Can you re-design any tools to make them last longer?
-  Can you use less expensive tools?
-  Can you reduce costs in the maintenance of buildings or facilities?
-  Can you think of any ways to combine or simplify reports to make them more useful?
-  Can you eliminate the need for a form, e.g. combine two forms or design a completely new form to do a better job?
-  Can you think of ways to save time in office work?
-  How can supplies, utility expense, etc., be saved?
-  Can you reduce or simplify filing?
-  Can you reduce chances for errors?
-  Can you eliminate duplicate paperwork?
-  Can you improve safety measures, eliminate accident hazards, or improve health conditions?
-  Can you think of ways to improve relations with our host country?

Concentrate on what you know best. A lot of people have a questioning attitude and think about changing some everyday aspect or task but are afraid to submit it.

Wake up to a better idea – You don't have to be an Albert Einstein to come up with good ideas. However, your suggestion should define the area of improvement, propose a solution, and list the benefits that will be gained. The best way to ensure a quality suggestion is to address the 5 W's: who, what, when, where, and why.

Creative thinking and a questioning attitude may lead to a new method for which the Army is looking. In an era of budget shortfalls and shrinking resources, commanders, soldiers, and employees are asking, "How do we get the job done; how do we carry out the mission?" and still provide the best environment to live, work, and train.

The USAG Franconia Coordinator for the ASP can be reached under DSN 351-4711, FAX 351-4607 or E-Mail: ASP-Coord@cmtymail.98asg.army.mil. In order to submit a new idea, you may complete a DA Form 1045 and mail it to:

US Army Garrison Franconia DRM
Unit 26622
APO AE 09244

Or you have the option to submit a suggestion using a word template via email. To view and download the Template: [click here](#).